



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, ATLANTIC

1468 INGRAM STREET

NORFOLK, VIRGINIA 23551-2596

MARFORLANTO P12000.1

G-1

31 JAN 2003

U.S. MARINE CORPS FORCES, ATLANTIC ORDER P12000.1

From: Commander

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR CIVILIAN PERSONNEL ADMINISTRATION
(SHORT TITLE: SOP FOR CIVPERSADMIN)

Ref: (a) DoD 1400.25M
(b) HRO Norfolk Personnel Manual
(c) MARFORLANTO 12451.1
(d) MCO 12792.1

Encl: (1) LOCATOR SHEET

1. Purpose. To publish policy, procedures, and guidance concerning civilian personnel administration to civil service employees of Headquarters, U.S. Marine Corps Forces, Atlantic (MARFORLANT).

2. Background. While policies and procedures concerning civilian personnel administration are found in references (a) and (b), command policies, specific procedures and processes, and delegations of authority are established locally. This Order establishes the policies and procedures to facilitate the civilian personnel administration of civil service personnel within HQ MARFORLANT and Headquarters and Service Company (HqSvcCo).

3. Policy. It is command policy to:

a. Comply with the references and other appropriate laws and applicable regulations pertaining to civilian personnel administration.

b. Encourage self-improvement through training opportunities for employees in order to enhance their performance.

c. Encourage the use of reference (c) to recognize significant employee accomplishments and to process award recommendations in a timely manner.

d. Establish pay grade at the minimum step required by law or regulation.

e. Provide equal employment opportunity to all employees and job applicants in every aspect of personnel policy and practice without regard to race, color, religion, sex, age, national origin, disability, marital status, or political affiliation.

f. Create a work environment of mutual respect and ensure personnel are aware that sexual harassment is unacceptable behavior that will be dealt with immediately by supervisors and command leadership.

g. Administer discipline to correct deficiencies in conduct and performance, and to serve as a deterrent to unacceptable conduct or behavior.

h. Enforce a Drug-Free Workplace environment whereby the use, possession, or distribution of illegal drugs is not tolerated and wherein violations will be dealt with under the law per reference (d).

i. Maintain a safe and healthful work environment.

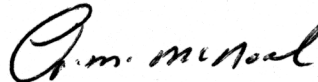
j. Protect the rights and benefits of injured workers while preventing abuse of the claims process and avoiding unnecessary costs under the Federal Employees Compensation Act (FECA).

4. Action

a. The Commanding Officer, Headquarters and Service Company (CO, HqSvcCo), General and Special Staff Officers, and supervisors of civil service employees shall comply with the policies and procedures contained in references (a), (b), and this Order and ensure all employees affected by this Order are made aware of its content. Refer questions concerning the contents of this Order to the G-1, Manpower Office.

b. The G-1, Manpower Office shall provide advice, guidance, and oversee the enforcement of this Order.

5. Reserve Applicability. This Order is applicable to members of the Marine Corps Reserve assigned or attached to HQ, MARFORLANT.



J. M. MCNEAL
Chief of Staff

DISTRIBUTION: D

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR CIVILIAN PERSONNEL ADMINISTRATION
(SHORT TITLE: SOP FOR CIVPERSADMIN)

Location: _____

(Indicate location(s) for all copies of this order.)

SOP FOR CIVPERSADMIN

RECORD OF CHANGES

Log completed change action as indicated.

CHANGE NUMBER	DATE OF CHANGE	DATE RECEIVED	DATE ENTERED	SIGNATURE OF PERSON ENTERING CHANGE

SOP FOR CIVPERSADMIN

CONTENTS

CHAPTER

- 1 ABSENCE AND LEAVE
- 2 ATTENDANCE AND TIMEKEEPING
- 3 PERFORMANCE MANAGEMENT
- 4 EQUAL EMPLOYMENT OPPORTUNITY
- 5 EMPLOYEE DEVELOPMENT AND TRAINING
- 6 MERIT PROMOTION PROGRAM
- 7 POSITION CLASSIFICATION
- 8 ADMINISTRATION OF DISCIPLINE
- 9 ADMINISTRATIVE GRIEVANCE PROCEDURE
- 10 CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)
- 11 DRUG-FREE WORKPLACE PROGRAM (DFWP)
- 12 INJURY COMPENSATION
- 13 MISCELLANEOUS EMPLOYEE INFORMATION

SOP FOR CIVPERSADMIN

CHAPTER 1

ABSENCE AND LEAVE

	<u>PARAGRAPH</u>	<u>PAGE</u>
TYPES OF LEAVE AND ABSENCES	1000	1-2
PROCEDURES FOR REQUESTING LEAVE	1001	1-5
VOLUNTARY LEAVE TRANSFER PROGRAM	1002	1-6
GROUP DISMISSAL	1003	1-6

FIGURES

1-1	REQUEST FOR LEAVE OR APPROVED ABSENCE	1-7
-----	---	-----

CHAPTER 1

ABSENCE AND LEAVE

1000. TYPES OF LEAVE AND ABSENCES. Immediate supervisors have the authority to approve personal leave for their employees. Supervisors are also authorized access to view leave balance information on each of their employees. Supervisors may contact HqSvcCo, Accounting Technician, for leave balance information.

1. Annual Leave. Annual leave is taken in 15 minute, 30 minute, 45 minute, or 1 hour increments. Annual leave is earned at a rate based on years of creditable service in Federal employment and certain tours of military service. Rates for full time employees are as follows:

<u>Creditable Service</u>	<u>Earned per Biweekly Pay Period</u>	<u>Earned Per Year</u>
Less than 3 years	4 hours	13 days
From 3 to 15 years	6 hours (10 hours in the last pay period)	20 days
More than 15 years	8 hours	26 days

When civilian employees can be spared from their duty, annual leave shall be granted for personal and emergency purposes. Determination on time and amount of annual leave to be granted should be based on mutual agreement between the employee and supervisor. Employees normally are entitled to carry over 240 hours (30 days) to the next leave year. Leave in excess of the 240 hours is forfeited, but may be restored for unusual circumstances (contact the G-1, Manpower Office for details). Advance annual leave may be granted by the Assistant Chiefs of Staff or Special Staff Officers based on the amount of leave to be accrued during the remaining portion of the leave year. When known that the employee will retire or separate during the year, advance annual leave may not exceed the maximum amount that can be accrued in the time remaining until separation.

2. Sick Leave. Sick leave is taken in 15 minute, 30 minute, 45 minute, or 1 hour increments. Full time employees earn sick leave at the rate of 4 hours per pay period or 13 days per year. There is no limit on accumulation. Sick leave is intended to cover periods of illness, injury, or pregnancy that prevent an employee from performing their job. It also covers time off for scheduled or emergency medical, dental, optical examination or treatment, and for absences where the employee's presence on the job would jeopardize others because of exposure to a contagious disease (defined as one requiring isolation, quarantine, or restriction of movement as prescribed by local health authorities). The employee's certification (OPM Form 71) can be accepted to support a charge to sick leave for absences of three working days or less. A medical certificate should support sick leave for 3 consecutive days or more. Generally, employees should not be placed on sick leave without their consent.

3. Family Friendly Leave Act (FFLA). Allows an employee to use sick leave to care for the medical needs of a family member, for bereavement, or for adoption of a child. Family members include the employees' parents; spouse

and their parents; children, including adopted children, and their spouses; brothers and sisters, and their spouses; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Full-time employees may not use more than 104 hours of FFLA sick leave during a leave year. A full-time employee must retain a balance of at least 80 hours of sick leave on their personal balance to use more than 40 hours in a leave year for FFLA. Medical certification may be required for any FFLA leave in excess of three continuous workdays. Employees requesting Family Friendly Leave must indicate in Block 6 "This leave is requested under the Family Friendly Leave Act" on the OPM-71, Request for Leave or Approved Absence (Figure 1-1).

4. Family and Medical Leave Act (FMLA). Provides employees 12 administrative workweeks of unpaid leave during any 12-month period for certain family and medical needs. FMLA leave may be used for the following purposes: birth or placement of a child for adoption or foster care; care for immediate family members (spouse, child, or parent) with a serious health condition; or when the employee is unable to work because of a serious health condition. Employees may take FMLA leave intermittently or in blocks of time, by reducing their normal weekly or daily work schedule. Employees may elect to substitute annual leave, sick leave (only in those situations in which the use of sick leave is permitted), Leave Without Pay (LWOP) under FMLA. An employee must provide 30 days advance notice when the need for FMLA leave is foreseeable. If unforeseeable, (e.g. medical emergency) the employee must provide notice within a reasonable period. Medical certification may be required to support FMLA Leave. Employees requesting Family and Medical Leave must mark block 5, Family and Medical Leave on the OPM-71.

5. Leave Without Pay (LWOP). A temporary nonpay status and absence from duty may be granted at the request of the employee. The pre-approval or election of LWOP distinguishes it from Absence Without Leave (AWOL). LWOP is approved absence in a nonpay status, whereas AWOL is unauthorized absence from duty which the employee did not obtain proper prior approval. As a basic condition of approval of extended LWOP (30 calendar days or more), there should be a reasonable expectation that the employee will return to duty at the end of the approved period; that there will be increased job ability; improved health status; retention of a desirable employee; or furtherance of a program of interest to the government. Immediate supervisors may approve periods of LWOP not to exceed 30 calendar days for valid requests and up to 90 calendar days for LWOP pending a PCS transfer when the employee includes a statement that he/she intends to seek Federal employment at the new location and that resignation will be effective on the last day of the LWOP period if unable to obtain other Federal employment. LWOP in excess of 30 calendar days must be documented on a Request for Personnel Action (SF-52). Additional LWOP may be granted; however, LWOP will not exceed one year. G-1, Manpower Office will prepare and forward the appropriate form to HRO Norfolk for processing. Additionally, immediate supervisors may approve extended LWOP for employees who have applied for disability retirement and have exhausted their annual and sick leave accumulations until a determination is made on their retirement eligibility. The Chief of Staff or the appropriate Assistant Chiefs of Staff or Special Staff officers will decide all other requests for extended LWOP.

6. Excused Absence/Administrative Leave

a. Excused Absence is authorized time off without loss of pay or charge to leave for absences deemed to be in the best interest of the Government.

Immediate supervisors may approve requests for excused absences from their employees for the following reasons: tardiness or brief absence not to exceed 59 minutes for reasons determined justifiable by the supervisor (if not justifiable the time may be charged as leave or AWOL as appropriate); blood donation (up to 4 hours); tests and interviews under the Navy Merit Promotion Program and under a DoD or Office of Personnel Management career program. Other excused absences that may be granted include voting, certification, permanent change of station (PCS), counseling, volunteer activities, physical examination, or to attend the funeral of an immediate relative killed in the line of duty while in the Armed Forces. Contact the G-1, Manpower Office, if such situations arise. Excused absences may not be used for disciplinary action purposes.

b. Administrative Leave pertains to unanticipated situations whereby the head of an activity exercises authority to scale back or close down an activity for a brief period and administratively excuses non-essential personnel. This includes curtailment of operations based on extreme weather conditions; natural disasters; unforeseen interruptions of transportation; or workplace environmental circumstances that pose potential health or safety risks. Administrative leave will not be used for extended periods of interrupted or suspended operations that are anticipated/planned in advance. Furthermore, administrative leave will not be used to extend a regular holiday period.

7. Absence Without Leave (AWOL). A nonpaying status as a result of an absence that is not approved (paragraph (e)). AWOL is charged in exact minutes and may serve as the basis for disciplinary action.

8. Other Types of Leave

a. Military Leave - Civilian employees in receipt of competent military orders shall be permitted to participate in military recall training in a pay status. Effective 21 December 2000, a full time civilian employee working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of Military Leave per fiscal year or the equivalent of three 40-hour workweeks. Military Leave may only be used to offset the hours the civilian employee would otherwise have worked and received pay. Law Enforcement Leave is a special category under Military Leave for non-temporary employees who are members of the National Guard or a reserve component of the Armed Forces and are called upon to aid law enforcement in situations such as riots or prevention of looting following a disaster. Such leave is limited to 22 workdays per calendar year.

b. Court Leave - Civilian employees may be granted leave when summoned to serve as a juror or as a witness on behalf of any party when the Federal, State, or Local government is a party. Federal employees residing in Virginia may keep compensation provided by the courts. Federal employees residing in other states may be required to submit jury fees to their servicing payroll office.

c. Bone-Marrow Donation - Civilian employees who undergo a bone-marrow medical procedure are entitled to 7 days of paid leave, without charge to sick or annual leave, per calendar year.

d. Organ Donation - Civilian employees who undergo a donated organ transplant medical procedure are entitled up to 30 days of paid leave, in addition to their sick and annual leave, per calendar year.

e. Maternity - Civilian employees who so request will be granted maternity leave (see FMLA or FFLA leave for details).

f. Paternity - Male civilian employees may be granted paternity leave to care for a newborn child or the mother (see FMLA or FFLA leave for details).

1001. PROCEDURES FOR REQUESTING LEAVE. Civilian employees desiring leave shall submit a completed Request for Leave or Approved Absence (OPM-71) (Figure 1-1) and attach all supporting documents as required. Under emergency or unforeseen circumstances that prohibit an employee from reporting to work, the employee is responsible for notifying the supervisor as soon as possible (normally within 1 hour) after the start of the regular work shift to explain the circumstance and to request leave.

1. Employees are encouraged to plan their annual leave in advance. Supervisors should ensure that employees do not forfeit leave under the "use or lose" leave rule at the end of the leave year (normally in early January). Employees are required to submit the OPM-71 to their supervisor for approval. Same day emergency annual leave must be requested by phone as soon as possible.

2. Sick leave for non-emergency medical, dental, or optical examinations or treatment shall be submitted to the appropriate supervisor for approval in advance of the appointment.

a. An employee who is unable to report to work because of illness or injury must notify the supervisor by phone as soon as possible (normally within one hour). Once the notification is made, the employee will be carried on sick leave (annual leave if no sick leave available, LWOP if no annual leave available), pending submission of medical documentation as determined necessary based on the discretion of the supervisor (see paragraph c).

b. In cases where there is a reason to believe an employee is abusing sick leave, supervisors will first inform the employee in writing of the requirements to provide medical documentation for each subsequent sick leave absence because of suspected past sick leave abuse. The written notice will also provide information in support of why the employee is suspected of abusing sick leave. An employee who has been served with a letter requiring medical documentation for all sick leave periods may initially be carried in a LWOP status pending submission of valid medical certification. Unless excepted by the supervisor, employees must contact the supervisor within the prescribed time period during each day of absence. A sick leave request with medical documentation (if required) must be submitted to the supervisor within two work days after the employee returns to work. If the requested leave is disapproved upon the employee's return to work, the time will be charged to AWOL. Approved sick leave normally is not the basis for disciplinary action, but supervisors may initiate action based on excessive absences.

c. Requests for sick leave under the FFLA or FMLA must be so annotated on the OPM-71 form (see FFLA and FMLA).

3. LWOP. Employees must attach appropriate supporting documentation depending on the reason for requesting the LWOP, e.g. PCS orders, medical support, etc. Requests for unpaid leave under the FMLA must specifically indicate such and include the appropriate documentation.

1002. VOLUNTARY LEAVE TRANSFER PROGRAM. This program is administered by the G-1, Manpower Office. The program permits employees with documented medical emergencies, resulting in at least 24 hours of absence from duty without an available paid leave balance, to apply as a recipient for donated annual leave from other employees. Under certain conditions the program also permits employees to donate annual leave to employees in other agencies. Information concerning other conditions and procedures to apply as a recipient or a donor are available by contacting the G-1, Manpower Office. The MARFORLANT Chief of Staff is the deciding official on applications to become a recipient and for waiver requests submitted under the Voluntary Leave Transfer Program.

1003. GROUP DISMISSAL. Only the Commanding General may issue an "Administrative Order" for group dismissals. This order may be issued to excuse non-essential employees from duty due to fire, hurricanes, floods, hazardous weather conditions, or command functions. An "Administrative Order" only applies to those employees who were scheduled to work and not to those employees who are on annual, compensatory, or sick leave. The local news channels will make public announcements prior to the beginning of a normal workday after an "Administrative Order" is issued.

Request for Leave or Approved Absence																																													
1. Name (Last, first, middle)			2. Employee or Social Security Number																																										
3. Organization																																													
4. Type of Leave/Absence																																													
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><small>Check appropriate box(es) and enter date and time below</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Date</th> <th colspan="2">Time</th> <th rowspan="2">Total Hours</th> </tr> <tr> <th>From</th> <th>To</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Accrued annual leave</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Restored annual leave</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Advance annual leave</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Accrued sick leave</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Advance sick leave</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other</p> </div> <div style="width: 35%;"> <p><input type="checkbox"/> Compensatory time off</p> <p><input type="checkbox"/> Other paid absence (specify in remarks)</p> <p><input type="checkbox"/> Leave without pay</p> </div> </div>							Date		Time		Total Hours	From	To	From	To	<input type="checkbox"/> Accrued annual leave						<input type="checkbox"/> Restored annual leave						<input type="checkbox"/> Advance annual leave						<input type="checkbox"/> Accrued sick leave						<input type="checkbox"/> Advance sick leave					
	Date		Time		Total Hours																																								
	From	To	From	To																																									
<input type="checkbox"/> Accrued annual leave																																													
<input type="checkbox"/> Restored annual leave																																													
<input type="checkbox"/> Advance annual leave																																													
<input type="checkbox"/> Accrued sick leave																																													
<input type="checkbox"/> Advance sick leave																																													
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>5. Family and Medical Leave</p> <p>If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:</p> <p><input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for:</p> <p><input type="checkbox"/> Birth/Adoption/Foster care</p> <p><input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent</p> <p><input type="checkbox"/> Serious health condition of self</p> <p><i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i></p> </div> <div style="width: 35%;"> <p>6. Remarks</p> </div> </div>																																													
<p>7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.</p>																																													
7a. Employee signature			7b. Date signed																																										
<p>8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)</p>																																													
8b. Reason for disapproval																																													
8c. Signature			8d. Date signed																																										
<p>Privacy Act Statement</p> <p>Section 5311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.</p> <p>Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>																																													

Office of Personnel Management
SOPR 030

Local Reproduction Authorized

OPM Form 71
Area 1X1
Form Approved for Use by GSA

FIGURE 1-1.--Request for Leave or Approved Absence.

SOP FOR CIVPERSADMIN

CHAPTER 2

ATTENDANCE AND TIMEKEEPING

	<u>PARAGRAPH</u>	<u>PAGE</u>
WORK SCHEDULE	2000	2-2
OVERTIME/COMPENSATORY TIME	2001	2-2
TIMESHEET AND ATTENDANCE PROCEDURES	2002	2-2

FIGURES

2-1	OVERTIME/COMPENSATORY (NAVCOMPT FORM 2282) . . .	2-4
-----	--	-----

SOP FOR CIVPERSADMIN

CHAPTER 2

ATTENDANCE AND TIMEKEEPING

2000. WORK SCHEDULE. The normal work schedule for MARFORLANT civilians is Monday through Friday (less holidays), 0730 - 1630 with up to one hour lunch period between 1100 and 1300. This schedule allows for a normal eight-hour workday. Immediate supervisors may set working hours within the time frame of 0630 through 1730 to accommodate car pools, childcare, reduced or extended lunch, etc. Alternate (flex and compressed) work schedules are not authorized. Supervisors are not authorized to increase the workweek beyond 40 hours (e.g. 10-hour workdays).

2001. OVERTIME/COMPENSATORY. Overtime is pay for hours of work officially directed or approved in excess of eight hours in a day or 40 hours per workweek. Compensatory time off is time off with pay in lieu of overtime pay for overtime work. Overtime and compensatory time shall be limited to an absolute minimum based on essential operation (i.e. no military personnel available to perform the task). Overtime/compensatory time will not be used to accomplish routine or recurring commitments or to perform backlogged non-essential work. Authorization of overtime and compensatory time shall be documented with full justification using the Overtime/Compensatory Time NAVCOMPT Form 2282 (Figure 2-1) before the work is to be performed. The Division Assistant Chief of Staff or Special Staff officer and immediate supervisor will sign the NAVCOMPT Form 2282 as requestor and forward to Chief of Staff for approval via the Assistant Chief of Staff, G-1 and Comptroller. For compensatory time, the Comptroller signature is not required.

1. The Office of Personnel Management Fair Labor Standards Act (FLSA) criteria will be applied to major duties and responsibilities of each MARFORLANT civilian position. Depending upon an employee's grade and the nature of work, the employee will be identified as being "exempt" or "nonexempt". The determination of "exempt" or "non-exempt" is recorded on each employee's position description cover sheet and Standard Form 52, Notification of Personnel Action.

2. Compensatory time off earned will be granted before annual leave except when annual leave accumulation over 240 hours would result in loss of annual leave. Earned compensatory time will be taken within the following 26 pay periods after being earned, to preclude automatic payment of overtime.

2002. Time and Attendance Procedures. Civilian employee time will be entered in SLDCADA (Standard Labor Data Collection and Distribution Application). SLDCADA is the official system to record and report the attendance and hours worked by all civilian employees. Civilian employees will enter their exceptions (Annual Leave, Sick Leave, Family Leave, Military Leave, Overtime, Compensatory Time, etc.) in SLDCADA by the last Wednesday of the pay period unless earlier turn-in is required because of a holiday, TAD, leave, etc. Once the employee's supervisor or an alternate certifies time, this authorizes the payment of salaries or wages for the time entered. The HqSvcCo, Accounting Technician serves as the Customer Service Representative (CSR)/Systems Administrator for all civilian employees. All supervisors of civilian employees will:

1. Ensure that the work hours performed by civilian employees are entered in the system bi-weekly. Note: Annual Leave, Sick Leave, Overtime, and Compensatory Time must be reported in hour and quarter hour increments. The HqSvcCo, Accounting Technician will annotate the SLDCADA reports appropriately.
2. Review the system for accuracy and ensure that any overtime has been previously approved by the Chief of Staff. Entries will reflect the normal daily work hours. Uncompensated early arrival and late departure times will not be reflected. Supervisors must ensure civilian employees are not permitted to work unapproved overtime. All prior approved overtime for non-exempt employees must be compensated with either paid overtime, or if requested or agreed to by the employee, compensatory time. Non-exempt employees who elect compensatory time earned vice overtime pay shall sign the following statement: "I voluntarily elect compensatory time earned vice overtime pay". Retain this statement with the certification report.
3. Certify each employee's entry in SLDCADA by the last Friday of each pay period unless earlier turn-in is required because of a holiday, TAD, leave, etc. In the absence of the immediate supervisor, an alternate certifier will certify the employee's time and attendance.
4. Ensure certification is completed with supporting documentation, OPM-71, NAVCOMPT Form 2282 (neither overtime nor compensatory time will be entered without the appropriate justification and signatures on the NAVCOMPT Form 2282), medical certification, military reserve orders, etc.
5. Maintain a file copy of SLDCADA certification reports for three years. Supporting documentation will be retained with certification report.

SOP FOR CIVPERSADMIN

[illegible]

NAVCOMPT FORM 2282 (2-83) (Formerly NAVEXOS 4377) S/N D104-L1-702-2820

FIGURE 2-1.--Overtime/Compensatory (NAVCOMPT FORM 2282).

SOP FOR CIVPERSADMIN

CHAPTER 3

PERFORMANCE MANAGEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
REQUIREMENTS	3000	3-2
PROCEDURES FOR ESTABLISHING PERFORMANCE PLANS	3001	3-2
UNACCEPTABLE PERFORMANCE	3002	3-3
MIDYEAR REVIEW	3003	3-3
FINAL REVIEW	3004	3-3
EMPLOYEE PERFORMANCE RECOGNITION	3005	3-3
PROCEDURES FOR RECOMMENDING PERFORMANCE AWARDS	3006	3-3

FIGURES

3-1	PERFORMANCE APPRAISAL RATING	3-4
3-2	PART II CRITICAL ELEMENTS AND PERFORMANCE STANDARDS (OPTION B)	3-5

CHAPTER 3

PERFORMANCE MANAGEMENT

3000. REQUIREMENTS. This section identifies requirements for completing performance evaluations for MARFORLANT civilian employees covered by the Department of the Navy's Two Level Summary Performance Management Program. This program appraises employee performance as being either "Acceptable" or "Unacceptable". Program elements are:

1. Appraised Period. The MARFORLANT appraisal cycle is 1 August through 31 July. To receive a Rating Appraisal, an employee must have served a minimum of 90 days for the appraisal cycle under an approved performance plan under the same first level supervisor.
2. Performance Plan. A performance plan is the description of the elements that describe the expected performance of an individual employee. A plan must include all critical elements and their related performance standards.
3. Critical Elements. Critical elements include components of a position consisting of one or more duties and responsibilities that contribute toward accomplishing organizational goals and objectives that are of such importance that unacceptable performance of the element would result in unacceptable performance in the position.
4. Performance Standard. Performance standards are the management approved expression of the performance requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, quantity, timeliness, and manner of performance. Performance standards should be written at the acceptable level. In addition, for specific types of positions (such as safety, security, etc.), specific provisions of law, regulation, and DoD policy require certain matters to be considered in the performance evaluations (contact G-1, Manpower Office for a copy of the policy requirements). The number of critical elements on a performance plan is determined by the number of critical elements in the employee's Position Description (PD).
5. Progress Review. A progress review of performance midway through the appraisal period. The midyear review cycle for MARFORLANT will be 31 January.
6. Close-out Rating. A close-out rating is an appraisal conducted when an employee, or first level supervisor, leaves a position. The employee must have been under established performance standards for 90 days or more and the end of the appraisal cycle has not occurred before a close-out rating.
7. Rating of Record. The rating of the record is the annual official summary rating for personnel related purposes.

3001. PROCEDURES FOR ESTABLISHING PERFORMANCE PLANS. Supervisors shall develop a written Performance Plan for each employee, using the Performance Appraisal Rating form (Figure 3-1) and Critical Elements and Performance Standards (Option B) (Figure 3-2) forms within 30 days of the beginning of the appraisal period, permanent assignment to a new position, and for each detailed or temporary promotion expected to last 120 days or longer.

Employee involvement is strongly encouraged. After a Performance Plan has been established, the supervisor and employee should sign the form in the "Performance Plan Established" column. A copy of the plan is given to the employee and a copy is provided to the G-1, Manpower Office. The supervisor will retain the original performance plan.

3002. UNACCEPTABLE PERFORMANCE. At any time during the appraisal cycle where performance is determined to be "UNACCEPTABLE" in one or more critical elements, employees are to be formally notified by the supervisor in writing. Please notify G-1, Manpower Office immediately before any action is taken. The notice of "UNACCEPTABLE" performance must include the critical element(s): determined to be "UNACCEPTABLE"; the performance requirement(s) and "ACCEPTABLE" standard that must be attained to demonstrate "ACCEPTABLE" performance; a reasonable opportunity to demonstrate "ACCEPTABLE" performance; assistance in improving performance which may include, but is not limited to, formal training, on-the-job training, counseling, closer supervision or other appropriate measures; and notice that unless performance in the critical elements(s) improves to, and is sustained at, the "ACCEPTABLE" level the employee will be reassigned, reduced in grade, or removed.

3003. MIDYEAR REVIEW. The G-1, Manpower Office will inform supervisors when mid-year reviews are due and provide instructions on how to conduct reviews. Supervisors will conduct the review with the employees, sign the form in the Program Review column, and provide their employee a copy of the review if desired. If "UNACCEPTABLE" performance is determined, follow procedures in paragraph 3002.

3004. FINAL REVIEW. The G-1, Manpower Office will inform supervisors when final reviews are due and provide instructions on how to conduct the annual rating of record. For "ACCEPTABLE" ratings, supervisors will prepare the rating of record (include a rating for each element and assignment of a summary rating), conduct an appraisal review with the employee, ensure the form is signed by the supervisor and employee in the Final Rating column, provide a copy of the signed appraisal to the employee, and forward the original performance plan to the G-1, Manpower Office by the date requested. (If recommending a Performance Award, follow instructions in paragraph 3005.) Informing an employee during the final rating of "UNACCEPTABLE" performance will not be accepted. If a final "UNACCEPTABLE" performance rating is determined procedures in paragraph 3001 should have been completed and documented. A higher authority approving official signature is required for a final "UNACCEPTABLE" rating.

3005. EMPLOYEE PERFORMANCE RECOGNITION. Performance awards will be used to motivate employees by recognizing and rewarding those who attain high levels of performance. The three types of recognition are Quality Step Increase (QSI), Performance Award, and Time Off Award. See reference (c) for complete information on awards.

3006. PROCEDURES FOR RECOMMENDING PERFORMANCE AWARDS. Recommendations for performance recognition will be submitted per reference (c). The G-1, Manpower Office will inform immediate supervisors of awards approval. Immediate supervisors should not inform their employees of recognition awards until the final approving authority has approved the award.

SOP FOR CIVEPERADMIN

PERFORMANCE APPRAISAL RATING FORM							
Annual Rating of Record OR CloseOut/Interim Rating							
Name: (Last, First, Middle Initial)				SSN:			
Position Title/Series/Grade:				Position Description accurate?			
				<input type="checkbox"/> YES <input type="checkbox"/> NO			
Rating Period:				Check one:			
From: To:				<input type="checkbox"/> Annual Rating of Record			
				<input type="checkbox"/> Close Out /Interim Rating~			
Organisational Location:				UIC: 67026			
MARFORLANT NORFOLK, VA				Telephone No:			
Record of Review and Final Appraisal							
Performance Plan Established		Progress Review		Final Rating			
SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE		
Employee							
Immediate Supervisor							
Approving Official		Signature required only for final Rating of Unacceptable					
Rating							
<input type="checkbox"/> ACCEPTABLE (LEVEL 3)				<input type="checkbox"/> UNACCEPTABLE (LEVEL 1)			
Comments							

FIGURE 3-1.--Performance Appraisal Rating Form.

SOP FOR CIVEPERADMIN

PART II - CRITICAL ELEMENTS AND PERFORMANCE STANDARDS
OPTION B

(List each critical element and define the ACCEPTABLE standard)

DUTIES/CRITICAL ELEMENTS AND PERFORMANCE STANDARDS FOR	ACCEPTABLE	RATING UNACCEPTABLE
<u>DEFINITIONS</u> Critical elements - Components of the position of such importance that unacceptable performance in the Element would result in unacceptable performance in the position.		

FIGURE 3-2.--Part II Critical Elements and Performance Standards (OPTION B).

SOP FOR CIVPERSADMIN

CHAPTER 4

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESPONSIBILITIES	4000	4-2
DISCRIMINATION COMPLAINT PROCESS	4001	4-3

CHAPTER 4

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

4000. RESPONSIBILITIES

1. It is the continuing goal of COMMARFORLANT to assure fair treatment for all civilian Marines as set forth in the following directives: Title VII of Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, which guarantee federal employees the right to a workplace free of discrimination based on race, color, religion, sex, national origin, age, or disability. The Equal Employment Opportunity Commission's (EEOC) regulations implement these statutes and prescribe an administrative process for resolving discrimination complaints. MCO 12713.5 also details the Marine Corps' EEO program.
2. If an employee of COMMARFORLANT believes he or she has been discriminated against because of age, race, color, religion, sex, national origin, physical/mental disability, or reprisal against because of prior EEO complaint involvement and desires to seek corrective action, the individual must first discuss the matter with the HRO Norfolk EEO counselor not later than 45 calendar days from the date of the alleged discriminatory act. The counselor will attempt to arrive at a mutually acceptable resolution of the issues involved (see paragraph 4001 for detailed complaint process).
 - a. Equal Employment Opportunity Officer (EEOO) is the Commander, who ensures EEO policies and regulations are implemented and allocates resources to achieve EEO objectives. Additionally, the EEOO demonstrates a strong personal commitment to support DON EEO objectives, ensuring that all employees and supervisors are educated in EEO to include the prevention of sexual harassment, and also ensuring that disciplinary and other administrative corrective actions are considered when individuals are found to have unlawfully discriminated.
 - b. Deputy Equal Employment Opportunity Officer (DEEOO), located at the Human Resources Office (HRO) Norfolk, is the command's point of contact for overall EEO program development, administration, evaluation and advisory services. The DEEOO has direct access to the EEOO on all discrimination complaint matters.
 - c. EEO Counselors are assigned by HRO Norfolk and will try to informally resolve EEO complaints. Counseling is a required first step in the EEO process.
 - d. Supervisors and Managers must ensure their actions are free from discrimination based on race, color, religion, sex (including sexual harassment), national origin, age, disability, or reprisal because of involvement with a discriminatory employment practice. Additionally, supervisors must take immediate steps to correct situations of sexual harassment or hostile environment should they occur, cooperate with EEO officials in resolving EEO complaints, and encourage employees to participate in EEO/Special Emphasis Program activities.

e. Employees have a continuing responsibility to ensure work and work-related activities are in keeping with the EEO Program and command policies. Employees must advise supervisors and managers of practices that may be discriminatory as described in paragraph 4000.d and cooperate with EEO officials investigating and trying to resolve complaints. Employees also are encouraged to volunteer through the chain of command for EEO Program committee membership or activities.

f. Agency Representatives serve as legal counsel for MARFORLANT in EEO matters and represent MARFORLANT and DON in dealings with investigators, settlement negotiations, and all phases of the administrative hearing process. Normally, a Marine Corps attorney will serve as the Agency Representative and coordinate cases with the DEEOO.

4001. DISCRIMINATION COMPLAINT PROCESS

1. This process covers appropriated fund and non-appropriated fund civilian employees of MARFORLANT, former employees, and applicants for employment.
2. Individuals covered by the process who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, or reprisal must contact an EEO counselor within 45 calendar days from the date the incident occurred; the effective date of the alleged discriminatory personnel action; or from the date the aggrieved person knew or reasonably should have known of the incident, in an effort to resolve the matter. Instructions on how to contact the EEO counselor are posted on employee bulletin boards and in the G-1, Manpower Office.
3. The counselor gathers information and attempts to informally resolve the complaint. If the matter is not resolved at this level, the counselor provides a Notice of Final Interview informing the complainant of the right to file a formal complaint with the appropriate official.
4. A formal complaint should be detailed, must be signed by the complainant, and must contain a phone number and address where the complainant or representative can be contacted.
5. If the complaint is accepted, it will be investigated by the Department of Defense, Office of Complaint Investigation and a complete record will be provided. The complainant then may request a hearing before an administrative judge from the EEOC or a final decision without a hearing from the Secretary of the Navy. The complainant will receive written notice of further procedural details at the appropriate stages of the process.
6. Contact the G-1, Manpower Office, or the Deputy DEEOO for further details regarding the individual or class action complaint processing.

CHAPTER 5

EMPLOYEE DEVELOPMENT AND TRAINING

	<u>PARAGRAPH</u>	<u>PAGE</u>
OBJECTIVES	5000	5-2
RESPONSIBILITIES	5001	5-2
DOCUMENTED TRAINING REQUIREMENTS	5002	5-3
ACTIVITY TRAINING PLAN (ATP)	5003	5-3

FIGURES

5-1	ANNUAL ASSESSMENT OF INDIVIDUAL JOB-RELATED TRAINING REQUIREMENTS	5-6
5-2	INDIVIDUAL DEVELOPMENT PLAN	5-7
5-3	REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (DD FORM (1556))	5-9

CHAPTER 5

EMPLOYEE DEVELOPMENT AND TRAINING

5000. OBJECTIVES

1. Training shall be provided to improve employee performance and organizational productivity and to contribute to the organizational economy, efficiency, and mission accomplishment. Employees shall be encouraged to pursue self-development activities consistent with work requirements and priorities. Training and development needs should be identified in conjunction with the performance appraisal process. Objectives for civilian training include:

- a. Improving employee performance of current duties.
- b. Systematically developing employee skills to meet current and future needs.
- c. Providing employees with necessary competencies to meet changes in technology, mission, equipment, etc.
- d. Maintaining, "state-of-the-art" specialized proficiencies.
- e. Assisting with planned upward mobility of lower-level employees.

5001. RESPONSIBILITIES

1. Assistant Chiefs of Staff and Special Staff officers are responsible for ensuring civilian training budgets are developed and administered within their areas of responsibility. Civilian training and Temporary Additional Duty (TAD) dollars are not centrally managed but are included as part of the Operations and Maintenance, Marine Corps (O&MMC) allocated to the various divisions and offices by the CO, HqSvcCo, MARFORLANT each fiscal year for execution.

2. Immediate supervisors are responsible and accountable for ensuring subordinates possess the ability to perform their duties efficiently and effectively. Immediate supervisors are responsible for initiating and conducting training needs assessments for each subordinate employee annually in conjunction with the performance appraisal process and updating those assessments as necessary to coincide with fiscal year budget submissions (identified training will be documented by use of an Individual Development Plan (IDP)) (Figures 5-1 and 5-2) and submitted to the G-1, Manpower Office. Supervisors are responsible for making sure that the training occurs and is subsequently used by the employee. Supervisors shall keep working files containing the current position description and IDP for each employee. Additionally, supervisors shall ensure the DD Form 1556 (Request, Authorization, Agreement, Certification of Training, and Reimbursement) (Figure 5-3) is prepared to officially nominate an employee for specific training. The HqSvcCo, TAD Orders Section will prepare travel orders for civilian employees going TAD. Supervisors are responsible for submitting the required TAD request information to the HqSvcCo, TAD Orders Section. If at all possible, training should be taken locally. If travel is absolutely necessary for essential job related training, the justification for the additional expense may be required in writing and must be signed by the appropriate Assistant Chief of Staff/Special Staff officer. The distance

traveled from home or place of work to the training point to qualify for per diem is 50 miles or more.

3. Individual employees play an important part in their own self-development. They must demonstrate initiative and make known their interests to increase their knowledge and skills. Likewise, they must be willing to expend the time, energy, and effort necessary to achieve their own career goals. Accordingly, each individual is expected to assume responsibility for:

a. Devising a pattern for developing a broader and better background directed to their own goals.

b. Assessing their backgrounds and potential consistent with the specific or general goals they have in mind.

c. Making known to their supervisors their interests and desires in terms of study and other developmental activities (after-hours training is self-development and may be initiated only at the request of employees).

5002. DOCUMENTED TRAINING REQUIREMENTS. Training and development programs, immediate and long-term, must focus on specific, identified needs and be result oriented. Immediate and future training requirements for each civilian employee must be documented and approved before the start of each fiscal year.

1. IDPs are the foundation upon which civilian training will be authorized. Immediate supervisors, in conjunction with their subordinate employees, shall determine training needs based on operational requirements as well as personal needs within the framework of MARFORLANT.

2. Immediate supervisors shall record these needs on the IDP form for each employee. Training requirements shall be supported by the current Position Description, critical elements, and performance standards with special attention being afforded to future requirements that may include new equipment, procedures, organization changes, etc.

3. The IDP will be forwarded up the chain of command to the appropriate Assistant Chief of Staff or Special Staff Officer for approval. Once the IDP has been approved, forward a copy to the G-1, Manpower Office.

5003. Activity Training Plan (ATP). ATP is the determination of minimum requirement for the annual assessment of training needs and the anticipated costs necessary to accomplish organizational objectives. The ATP process shall be coordinated by the G-1, Manpower Office, using the employee's IDPs to identify, plan, program, and meet employee training and development needs. The Assistant Chief of Staff, Comptroller is the MARFORLANT ATP approving official.

1. Requesting Training. All requests for training will be submitted on DD 1556 (Request, Authorization, Agreement, Certification of Training, and Reimbursement) (Figure 5-3). Requests for training should be submitted in sufficient time to allow one week to process request. Do not enroll in or make any commitment to attend training or make travel arrangements prior to receiving an approved DD 1556 from the G-1, Manpower Office.

a. Justification for training should be clearly stated in block 18. A synopsis of the training should be attached.

b. The immediate supervisor will ensure that requested training is documented on the IDP and, if training is not listed, update the IDP. The immediate supervisor will sign in block 32 certifying that training is job related.

c. The Assistant Chief of Staff, G-1 will authorize training by signing in block 34 and forward the DD 1556 form to the G-1, Manpower Office.

d. The G-1, Manpower Officer will sign in block 33 as Training Officer certifying that training meets regulatory requirements. G-1, Manpower Office will coordinate with the Company Supply Office to assign the appropriate accounting classification (government purchase card, line of accounting, etc.) in block 27, billing instructions in block 37, and signature in block 29.

e. G-1, Manpower Office will forward the DD 1556 to the Human Resources Service Center (HRSC) Eastern Region, Training Department. HRSC East will distribute appropriate copies to the vendors and return a confirmation copy to G-1, Manpower Office. The employee will be notified immediately upon HRSC East approval of training.

f. For training sources other than HRSC East, G-1, Manpower Office will return copies of the DD-1556 with the appropriate accounting classification to employee for completion of registration.

g. Notify G1, Manpower Office if a course is cancelled or the employee is unable to attend.

2. Training Resources. HRSC East provides supervisory and generic training. Course schedules for HRSC East are available through the HRSC East website <http://www.donhr.navy.mil/Employees/training.asp>. Other training resources include, the Graduate School, U.S. Department of Agriculture (USDA) (<http://www.grad.usda.gov>), the Office of Personnel Management (OPM) (<http://www.leadership.opm.gov>), local colleges, and technical schools. The G-1, Manpower Office will also establish in-house training on civilian personnel administration matters for supervisors and employees, as appropriate.

3. Expense of Training. If funds are available, MARFORLANT will provide opportunities for its civilians to request training from colleges or technical schools. Courses must be work-related to qualify. The following procedures must be followed prior to the commencement of the training:

a. Form DD 1556 must be completed and approved.

b. A clear statement in block 18 of the DD 1556 providing reasons why the course is considered work-related.

c. A memorandum from the employee attached to the DD 1556 stating that "I understand that I must satisfactorily complete the course and a grade of "C" or better for undergraduate and "B" or better for graduate-level course is required or I may be liable to repay the command for its expense".

d. A brief course description from the appropriate catalog or announcement. Proof of completion of course may be required upon request.

Payment for training expenses will be contingent upon the availability of budgeted funds.

4. Funding. Assistant Chiefs of Staff and Special Staff Officers are responsible for allocating civilian training dollars. G-1, Manpower Office will maintain training records for each employee.

SOP FOR CIVPERSADMIN

ANNUAL ASSESSMENT OF INDIVIDUAL JOB-RELATED TRAINING REQUIREMENTS

EMPLOYEE'S NAME	POSITION TITLE, SERIES, GRADE	DEPARTMENT/ACTIVITY	SUPERVISOR'S SIGNATURE & DATE	EMPLOYEE'S SIGNATURE AND DATE ACKNOWLEDGING DISCUSSION OF THE IDP
-----------------	----------------------------------	---------------------	----------------------------------	---

Supervisors (in consultation with their subordinate employees) are responsible for initiating and conducting a training needs assessment for each subordinate employee annually in conjunction with the performance appraisal process. Identified training needs are to be documented. This form may be used for that purpose. Definitions of the terms used in this form are contained on the reverse side of the form. If a type of training is identified as needed and the vendor's specific course data is unknown to the supervisor when this form is initially completed, so indicate and enter the specific information after contacting G1, Civilian Manpower Office or the Human Resources Service Center.

A) COURSE TITLE	B) TYPE OF TRAINING	C) PURPOSE	D) PRIORITY	E) TRAINING METHOD	F) VENDOR	G) REASON FOR VENDOR SELECTION	H) HOURS OF TRAINING		I) COST		J) TRAINING COMPLETED	
							DUTY	NON-DUTY	DIRECT	INDIRECT	YES DATES	NO

FIGURE 5-1.--Annual Assessment of Individual Job-related Training Requirements.

INDIVIDUAL DEVELOPMENT PLAN

A) COURSE TITLES:

Enter the names of the training course needed.

B) TYPE OF TRAINING:

Enter the numerical code for the type of training as follows:

- | | | |
|----------------------------------|------------------------------|--------------------------------------|
| 1. Executive & Management | 4. Administrative & Analysis | 7. Trade or Craft |
| 2. Supervisory | 5. Specialty & Technical | 8. Orientation |
| 3. Legal, Medical,
Scientific | 6. Clerical | 9. Adult Education
or Engineering |

C) PURPOSE:

Enter the number reflecting the purpose of the training as given below:

- | | | |
|-------------------------------------|--------------------------------|-----------------------------|
| 1. Mission or program
change | 4. Improve present performance | 8. Orientation |
| 2. New technology
apprenticeship | 5. Meet future staffing needs | 9. Adult basic
education |
| 3. New work assignment | 6. Develop unavailable skills | |
| | 7. Trade or Craft | |

D) PRIORITY:

The number 1, 2, or 3 for the appropriate priority should be entered in column D:

1. Training that must be accomplished in the ensuing annual training cycle or it will have a direct adverse effect on mission accomplishment. Also, training is required by law or regulation. (Essential)

2. Training which is required to provide for systematic replacement of skilled employees through development programs (such as upward mobility) and if deferred beyond the ensuing training cycle will have an adverse effect on mission accomplishment in the period following. (Needed)

3. Training which is required for an employee who is performing at an adequate level of competence, but will increase his/her proficiency and productivity and may be accomplished after Priority 1 & 2 needs have been met. (Helpful)

E) TRAINING METHOD:

Use one of the following numbers to identify the planned method of training:

- | | | |
|----------------------------------|-------------------------------------|-------------------------|
| 1. Formal on-the-job
Training | 4. Conference/meeting/
symposium | 7. Classroom (resident) |
| 2. Rotation of
assignment | 5. Correspondence | 8. Classroom (on-site) |
| 3. Seminar | 6. Directed study | 9. Test/equivalency |

FIGURE 5-2.--Individual Development Plan.

SOP FOR CIVPERSADMIN

INDIVIDUAL DEVELOPMENT PLAN

F) VENDOR:

Enter the source of the training (i.e., OPM, HRO, etc.)

G) REASON:

Indicate the reason for selecting the source of training in column F:

- | | | |
|---|---|---------------|
| 1. Quality of training | 4. Location | 7. Timeliness |
| 2. Most cost effective | 5. Not available in government | |
| 3. Unique capability of training source | 6. Incidental to procurement of equipment | |

H) HOURS:

Show the training time for each course to be given in a pay status (Duty) and in a non-pay status (Non-duty).

I) COSTS:

Enter the actual costs associated with training.

J) TRAINING COMPLETED:

As the training/courses listed in column A are completed, enter the date(s) of the training in the "YES" part of column J. At the end of the year period if any training listed was not completed, so indicate in the "NO" part of column J. You should determine whether the unaccomplished training should be carried forward to a new IDP for the next one year period.

FIGURE 5-2.--Individual Development Plan.

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT									
1. Agency and individual, and supporting office number		2. Training course number (if applicable)		3. Requester's name (if applicable)		4. Requester's title (if applicable)		5. Requester's address (if applicable)	
Section A - TRAINEE / APPLICANT INFORMATION									
1. Name (Last, First, Middle Initial)		2. Last 3 letters of last name		3. Social Security Number		4. Ed level		5. Continuous Federal Gov. Service	
6. Home Address (Street, City, State and ZIP Code)		7. Other addresses (if any)		8. Position Title		9. Position Level (if any)		10. Pay Plan / Series / Grade / Step	
11. Organization Name		12. Organization Address (Street, City, State and ZIP Code)		13. Organization EIN		14. Type of Application		15. Do you have government training days?	
Section B - TRAINING COURSE DATA									
16. Training Course Title (if applicable)									
17. Government of Training Sponsor (if applicable)									
18. Training Course Number (if applicable)									
19. Training Course Description (if applicable)									
20. Training Course Dates (if applicable)									
21. Training Course Location (if applicable)									
22. Training Course Instructor (if applicable)									
23. Training Course Cost (if applicable)									
24. Training Course Status (if applicable)									
Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 25)									
25. If training does not involve expenditures of funds other than salary, pay or transportation, skip the remainder of questions in Section C and X this box									
26. Direct Costs (if applicable)									
27. Indirect Costs (if applicable)									
28. Total of Direct and Indirect Costs									
29. Signature of Requester (if applicable)									
30. Signature of Training Sponsor (if applicable)									
Section D - APPROVAL / CONCURRENCE / CERTIFICATION									
31. Requester's Signature (if applicable)									
32. Training Sponsor's Signature (if applicable)									
33. Agency Approval (if applicable)									
34. Training Sponsor Approval (if applicable)									
35. Course Completion (if applicable)									
36. Training Sponsor Completion (if applicable)									
37. Billing Instructions (if applicable)									
38. Certifying Government (if applicable)									
39. Signature of Certifying Government (if applicable)									
40. Signature of Training Sponsor (if applicable)									
41. Signature of Requester (if applicable)									
42. Signature of Training Sponsor (if applicable)									
43. Signature of Requester (if applicable)									
44. Signature of Training Sponsor (if applicable)									
45. Signature of Requester (if applicable)									
46. Signature of Training Sponsor (if applicable)									
47. Signature of Requester (if applicable)									
48. Signature of Training Sponsor (if applicable)									
49. Signature of Requester (if applicable)									
50. Signature of Training Sponsor (if applicable)									
51. Signature of Requester (if applicable)									
52. Signature of Training Sponsor (if applicable)									
53. Signature of Requester (if applicable)									
54. Signature of Training Sponsor (if applicable)									
55. Signature of Requester (if applicable)									
56. Signature of Training Sponsor (if applicable)									
57. Signature of Requester (if applicable)									
58. Signature of Training Sponsor (if applicable)									
59. Signature of Requester (if applicable)									
60. Signature of Training Sponsor (if applicable)									
61. Signature of Requester (if applicable)									
62. Signature of Training Sponsor (if applicable)									
63. Signature of Requester (if applicable)									
64. Signature of Training Sponsor (if applicable)									
65. Signature of Requester (if applicable)									
66. Signature of Training Sponsor (if applicable)									
67. Signature of Requester (if applicable)									
68. Signature of Training Sponsor (if applicable)									
69. Signature of Requester (if applicable)									
70. Signature of Training Sponsor (if applicable)									
71. Signature of Requester (if applicable)									
72. Signature of Training Sponsor (if applicable)									
73. Signature of Requester (if applicable)									
74. Signature of Training Sponsor (if applicable)									
75. Signature of Requester (if applicable)									
76. Signature of Training Sponsor (if applicable)									
77. Signature of Requester (if applicable)									
78. Signature of Training Sponsor (if applicable)									
79. Signature of Requester (if applicable)									
80. Signature of Training Sponsor (if applicable)									
81. Signature of Requester (if applicable)									
82. Signature of Training Sponsor (if applicable)									
83. Signature of Requester (if applicable)									
84. Signature of Training Sponsor (if applicable)									
85. Signature of Requester (if applicable)									
86. Signature of Training Sponsor (if applicable)									
87. Signature of Requester (if applicable)									
88. Signature of Training Sponsor (if applicable)									
89. Signature of Requester (if applicable)									
90. Signature of Training Sponsor (if applicable)									
91. Signature of Requester (if applicable)									
92. Signature of Training Sponsor (if applicable)									
93. Signature of Requester (if applicable)									
94. Signature of Training Sponsor (if applicable)									
95. Signature of Requester (if applicable)									
96. Signature of Training Sponsor (if applicable)									
97. Signature of Requester (if applicable)									
98. Signature of Training Sponsor (if applicable)									
99. Signature of Requester (if applicable)									
100. Signature of Training Sponsor (if applicable)									

COPY 1 - AGENCY (TRAINING PERSONNEL FILE)

Previous edition may be used until exhausted

DD FORM 1556

FIGURE 5-3.--Request, Authorization, Agreement, (DD FORM 1556).

SOP FOR CIVPERSADMIN

CHAPTER 6

MERIT PROMOTION SYSTEM

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	6000	6-2
OBJECTIVES	6001	6-2
POLICIES	6002	6-2
ACTIONS COVERED	6003	6-3
EXCLUSION/EXCEPTIONS	6004	6-4
PRIOR CONSIDERATION FOR PLACEMENT	6005	6-4
ADMINISTRATION	6006	6-5
ACCRETION OF DUTIES PROMOTIONS	6007	6-6

SOP FOR CIVPERSADMIN

CHAPTER 6

MERIT PROMOTION PROGRAM

6000. PURPOSE. To provide guidance for promotion and internal placement of MARFORLANT civilian employees through the Merit Promotion program. G-1, Manpower Office will administer the Merit Promotion Program for MARFORLANT.

6001. OBJECTIVES. The Merit Promotion Program is directed toward:

1. Contributing to the accomplishment of mission goals by staffing positions with high-quality employees.
2. Providing career opportunities for employees and ensuring that promotion opportunity information is made available to all employees.
3. Bringing to the attention of management high-quality employees who have the capacity to perform in more responsible assignments.
4. Fostering and facilitating the mobility of employees in the interest of broadening their experience and increasing their qualifications.
5. Ensuring the maximum utilization of employees in positions for which they are best qualified.
6. Ensuring that the skills, qualifications, achievements, and promotion potential of employees are recognized and fairly considered in the staffing process.
7. Encouraging employees to improve their performance to develop their knowledge, skills, and abilities.

6002. POLICIES

1. MARFORLANT shall promote, reassign, or demote its civilian employees strictly per merit principles. The identification, qualification, valuation, and selection of candidates shall be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental handicap, or age, and shall not be based on any criteria not job related including favoritism, personal relationship (nepotism), or patronage.
2. Recruitment through merit promotion is but one means of filling positions and determining which candidates will best meet the command's need in accomplishing its mission. Other means may be used concurrently or to the exclusion of the merit promotion process. Selecting officials may choose to fill vacancies by any of the following actions in lieu of or in addition to issuing vacancy announcements.
 - a. Selections from the Priority Placement Program (PPP).
 - b. Selections from OPM/Delegated Examining Authority Registers.
 - c. Reinstatement of an employee to the same or lower grade level position previously held on a permanent basis.

d. Reassignments or demotions to positions with no higher potential than the positions from which moved.

e. Selections from the Re-employment Priority List (RPL) at the same or lower grade level with no higher grade potential than the position from which separated.

f. Transfers from other federal agencies to the same or lower level with no higher potential than a position previously held on a permanent basis.

g. Selections under special direct hire authorities (e.g. VRA, handicapped applicants, student programs, 30 percent disabled veterans).

3. Supervisors and other public officials are prohibited from participating in the rating, ranking, or selection process if a relative is under consideration. They may not advocate either verbally or in writing the selection of a relative. "Relative" includes, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, half-brother, or half-sister. Working for relatives is also prohibited.

4. Merit promotion procedures are subject to the provisions of the Department of Defense Program for the Stability of Civilian Employment and the mandatory requirements of the other priority placement programs.

6003. ACTIONS COVERED. The Merit Promotion Program covers all MARFORLANT Headquarters positions. Competitive procedures apply to:

1. Temporary promotion of more than 120 days, unless the candidate is eligible for a permanent noncompetitive promotion. Prior service under all temporary promotions and details to higher graded positions during the previous 12 months, counts toward this limitation.
2. Selection for detail for more than 120 days to either a higher graded position or to a position with higher known promotion potential.
3. Reassignment or demotion to a position with more promotion potential than the employee's current position (except as provided by reduction-in-force (RIF) regulations).
4. Selection for training required for promotion.
5. Transfer of an employee of another agency to a higher graded position or one with higher known promotion potential.
6. Reinstatement to a permanent or temporary position at a higher grade than a position previously held under a non-temporary appointment in the competitive service or to one with higher promotion potential.
7. Selection of a person from the Re-employment Priority List (RPL) for a position at a higher grade than that from which separated.
8. All permanent promotions to positions unless made under one of the exclusions or exceptions in paragraph 6004.

6004. EXCLUSIONS/EXCEPTIONS

1. Actions excluded from competitive procedures include:

a. A promotion resulting from the upgrading of a position without a significant change in the duties and responsibilities due to the issuance of new classification standard or the correction of an initial classification error.

b. A position change permitted by RIF regulations.

2. Activities are not required to use competitive procedures for any of the following actions.

a. The promotion of an employee whose position is classified at a higher grade due to the accretion of duties when the major duties are absorbed into the new position and the former position is canceled, the new position has no known promotion potential, and the additional duties do not adversely affect another encumbered position.

b. Career promotions when competition was held at an earlier date.

c. Temporary promotions of not more than 120 days, or if exceeding 120 days, where the employee meets exception criterion of paragraph 6004b(5) or (6) below.

d. Details of not more than 120 days to higher graded positions or to positions with known promotion potential.

e. Promotion of an employee who is entitled to prior consideration.

f. Appointment of a reinstatement eligible, transfer, or promotion of a federal employee to any position and/or grade level for which qualified and which does not exceed the highest grade level previously held on a permanent basis in the competitive service (except when demoted or separated from that grade because of deficiencies in performance or "for cause" reasons).

g. Reinstatement of position change of any federal permanent employee to a position having no higher promotion potential than that held or previously held on a permanent basis in the competitive service (except when demoted or separated from that grade because of deficiencies in performance or "for cause" reasons).

h. Promotion of an employee to a position with a representative rate which is the same or lower than that of the position currently held, which because of pay setting policies results in a technical promotion only.

6005. PRIOR CONSIDERATION FOR PLACEMENT. Except for placements of employees with statutory or regulatory rights, employees entitled to prior consideration for placement must be referred before action can be taken to fill a vacant position either competitively or non-competitively. Employees referred under these provisions are entitled to bona fide consideration before other means of recruitment are initiated. Employees referred under subparagraph 6005 (c) below may have entitlement to selection. The order of precedence for referral is:

1. Activity employees under grade or pay retention.

6006

2. Employees who did not receive proper consideration for promotion in a prior case due to a procedural, regulatory, or program violation. This consideration generally lasts 1 year.

3. DoD PPP registrants in priorities 1, 2, and 3, per the DoD Manual 1400-20-1-M.

6006. ADMINISTRATION. When Merit Promotion procedures are utilized, specific steps will be followed in recruiting candidates:

1. Management Identification of Candidates. This procedure is used when all potential candidates are known in a MARFORLANT Headquarters-wide area of consideration and the selecting official is familiar with the background (experience, training, and appraisals) of all potential candidates. The vacancy need not be fully advertised. Each potential candidate will be contacted with information about the vacancy (i.e. title, series, grade level and organizational location of the position). This may be accomplished via e-mail or memorandum. HRO will ensure there are no Prior Consideration and PPP candidates before this option is invoked.

2. Vacancy Announcement. Except when Management Identification of Candidates is used, requests for open recruitment will be forwarded through HRO Norfolk to Human Resources Service Center East (HRSCE) with specified area of search consideration and the primary knowledge, skills, and abilities required for the vacancy. HRSCE will conduct the recruitment and applicant process through either the Standardized Automated Inventory Referral System (STAIRS) or through specific vacancy announcement.

3. Evaluation/Selection. HRSCE will provide a referral certificate with the appropriate appointable candidates for selection consideration. The selecting officials are entitled to make a selection from any of the candidates on the referral certificate, but are not required to select from the referral certificate. Personal interviews are optional but highly encouraged. The selecting official may interview none, any, or all of the referred candidates. The selecting official may also select from other than competitive sources at any time during the recruitment process. HRO Norfolk will make all MARFORLANT official job offers.

4. Release/Effective Dates

a. Release. Employees selected for a vacancy will be released generally at the end of the first full pay period after notification for a promotion; in 30 days for a reassignment or change to lower grade; and within 45 days to an overseas or CONUS activity. Other release dates may be mutually agreed upon by the releasing supervisor and the gaining activity or decided by a common superior if the move is within MARFORLANT.

b. Effective Date. Promotions and position moves are usually effective at the beginning of a pay period unless unusual circumstances warrant an exception. Promotion actions may not be made effective retroactively; therefore, documentation must be received in the HRSC at least one week before the proposed effective date or at least 2 weeks if a career promotion.

c. Grievances and Complaints. Employees should direct any questions or informal complaints about merit promotion regulations, procedures, or specific actions to the HRSC. Formal grievances arising out of selection procedures are handled through the administrative grievance procedures.

Employees may not grieve non-selection from a group of properly ranked and certified candidates, or failure to receive a non-competitive promotion.

6007. ACCRETION OF DUTIES PROMOTIONS. Accretion of duties promotions are noncompetitive actions. They are exceptions to the competitive process and will be rare. The following criteria must be met: (1) the major duties of the employee's old position are absorbed into the redescribed position, and the former is canceled; (2) the redescribed position has no known promotion potential; and (3) the additional duties do not adversely affect another encumbered position. Contact, G-1, Manpower Office for guidance.

CHAPTER 7

POSITION CLASSIFICATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	7000	7-2
GUIDANCE	7001	7-2
CLASSIFICATION AUTHORITY	7002	7-2
RESPONSIBILITIES	7003	7-2
TYPES OF POSITION DESCRIPTIONS AND CHANGES	7004	7-2

FIGURES

7-1	REQUEST FOR PERSONNEL ACTION	7-3
7-2	POSITION DESCRIPTION	7-5

CHAPTER 7

POSITION CLASSIFICATION

7000. PURPOSE. To establish procedures for the preparation of Position Descriptions (PD) and submissions for classification action and/or processing.

7001. GUIDANCE. Please contact G-1, Manpower Office for guidance on submission of positions for classification.

7002. CLASSIFICATION AUTHORITY. HRSCE is responsible for the classification of MARFORLANT positions.

7003. RESPONSIBILITIES. Immediate supervisors will ensure that PDs are kept accurate and up-to-date. The PD does not control assignments, but instead reports the current duties and responsibilities of the position which may be assigned over a reasonable period of time. PDs are also used in other personnel actions, e.g., recruitment, performance evaluation, and training, and are also the basis for authorization of payment of public funds. It is imperative that the PD fully states the principle duties, responsibilities and supervisory relationships of positions.

7004. TYPES OF POSITION DESCRIPTIONS AND CHANGES

1. A basic PD is a fully described position which contains a complete description of duties, responsibilities, supervision, etc. Both nonsupervisory and supervisory positions will be written in the Factor Evaluation System (FES) format. New descriptions requiring classification will be submitted for action along with a Request for Personnel Action (SF-52) (Figure 7-1).

2. A Statement of Differences may be required. Activities may have two or more positions which differ in only a few aspects. These differences however, may be too significant to allow covering the positions in a single description. In such cases only one position needs to be described fully. The descriptions of each of the other positions may consist of a reference to the first and a statement of differences from it (e.g., descriptions of positions in a career ladder). The PD for such a position will consist of a Position Description cover sheet (Optional Form 8 Figure 7-2) with a statement appended describing how the position differs from the fully described or full performance level Position Description.

3. In many cases minor changes must be made to basic Position Descriptions. These may be accomplished without undertaking a complete rewrite of the basic Position Description, and may take the form of an amendment, a statement of differences, or a pen and ink change.

SOP FOR CIVEPERSADMIN

Standard Form 52
Rev. 7/91
U.S. Office of Personnel
Management
FPM Supp. 295-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39)

1. Action Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

FIRST ACTION		SECOND ACTION	
5-A. Code	5-A. Nature of Action	6-A. Code	6-A. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number												15. TO: Position Title and Number											
8 Pay Plan	9 Occ Code	10 Grade/Level	11 Step/Rate	12 Total Salary	13 Pay Basis	16 Pay Plan	17 Occ Code	18 Grade/Level	19 Step/Rate	20 Total Salary	21 Pay Basis												
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay									
14. Name and Location of Position's Organization												22. Name and Location of position's Organization											

EMPLOYEE DATA																																															
23. Veterans Preference						24. Tenure						25. Agency Use						26. Veterans Preference for RIF																													
1 - None 2 - 5 Point						3-40 Pct/Qualify 4-10 Pct/Commensate 5-10 Pct/Other 6-10 Pct/Commensate/2%						0 None 1 Perm 2 Con 3 Indef						YES NO																													
27. PEGS												28. Annuitant Indicator												29. Pay Rate Determinant																							
30. Retirement Plan												31. Service Comp. Date (Leave)												32. Work Schedule												33. Part-Time Hours Per Biweekly Pay Period											

POSITION DATA																																																																																			
34. Position Occupied						35. Service Comp. Date (Leave)						36. Appropriation Code						37. Bargaining Unit Status																																																																	
1-Compulsive Sec. 2-Exempt Status						3-SES General 4-SES S. Career 5-Exempt 6-Monument																																																																													
38. Duty Station Code												39. Duty Station (City - County - State or Overseas Location)																																																																							
40. Agency Data												41.												42.												43.												44.																																			
45. Educational Level												46. Year Degree Attained												47. Academic Discipline												48. Functional Class												49. Citizenship												50. Veterans Status												51. Summary Status											
																																				1-USA 8-Other																																															

PART C - Reviews and Approvals (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval that the information entered on this form is accurate and that the proposed action is in compliance with applicable requirements.			Signature		
			Approval Date		

CONTINUED ON REVERSE SIDE
52-119

OVER

Editions Prior to 7/91 Are Not Usable after 6/30/93
NSN 7540-01-353-6238

FIGURE 7-1.--Request For Personnel Action.

SOP FOR CIVPERSADMIN

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination for Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 3506 of title 5, U.S. Code. Sections 501 and 3201 authorize OPM and agencies to issue

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

FIGURE 7-1.-- Request For Personnel Action.

SOP FOR CIVPERSADMIN

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.																																													
2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> New <input type="checkbox"/> Service <input type="checkbox"/> Detail <input type="checkbox"/> Field Explanation (Show any positions referenced)			4. Employing Office Location			5. Duty Station			6. CIRC Certification No.																																														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Employment/Financial Self-Report <input type="checkbox"/> Yes <input type="checkbox"/> No			9. Subject to LA Action <input type="checkbox"/> Yes <input type="checkbox"/> No			10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify):																																														
11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither			12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonessential			13. Competitive Level Code			14. Agency Use																																														
15. Classification/Grade By a. Civil Service Commission b. Department, Agency, or Establishment c. Bureau d. Field Office e. Recommended by Supervisor or Including Office			Original Title of Position			Pay Plan Occupational Code Grade			Initials Date																																														
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacancy, specify)																																																				
18. Department, Agency, or Establishment a. First Subdivision b. Second Subdivision			c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision																																																				
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.			Signature of Employee (Optional)																																																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made:</p> <p>A. Typed Name and Title of Immediate Supervisor:</p> <p>Signature _____ Date _____</p> </div> <div style="width: 45%;"> <p>with my knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p> <p>B. Typed Name and Title of Higher Level Supervisor or Manager (Optional):</p> <p>Signature _____ Date _____</p> </div> </div>																																																							
21. Classification/Job Grading Certification. I certify that this position has been classified as required by Title 5, U.S.C., in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.						22. Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Making Action:						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on the classification/job grading appeals, and complaints or exemption from FLSA, is available from the personnel office or the Commission.																																																	
Signature _____ Date _____						Signature _____ Date _____																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>23. Position Review</th> <th>Initial</th> <th>Date</th> <th>Initial</th> <th>Date</th> <th>Initial</th> <th>Date</th> <th>Initial</th> <th>Date</th> <th>Initial</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>a. Employee (Optional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Supervisor</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Classifier</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												23. Position Review	Initial	Date	Initial	Date	Initial	Date	Initial	Date	Initial	Date	a. Employee (Optional)											b. Supervisor											c. Classifier										
23. Position Review	Initial	Date	Initial	Date	Initial	Date	Initial	Date	Initial	Date																																													
a. Employee (Optional)																																																							
b. Supervisor																																																							
c. Classifier																																																							
24. Remarks																																																							
25. Description of Major Duties and Responsibilities (See Attached)																																																							

FIGURE 7-2.--Position Description.

SOP FOR CIVPERSADMIN

CHAPTER 8

ADMINISTRATION OF DISCIPLINE

	<u>PARAGRAPH</u>	<u>PAGE</u>
POLICY	8000	8-2
DELEGATION OF AUTHORITY	8001	8-2
TYPES OF CORRECTIVE/DISCIPLINARY ACTIONS	8002	8-2
OFFENSES AND REMEDIES	8003	8-3
PHILOSOPHY	8004	8-3
FACTORS TO CONSIDER WHEN CONTEMPLATING DISCIPLINARY ACTION	8005	8-3
PROCEDURES	8006	8-4
EMPLOYEES	8007	8-4
APPLICATION FOR EEO PROCEDURES	8008	8-4

CHAPTER 8

ADMINISTRATION OF DISCIPLINE

8000. Policy. Informal corrective or formal disciplinary action is the obligation of management. It is also the policy of management to correct deficiencies in employee behavior, attitude, and performance; correct situations which interfere with efficient operations or impede maintenance of high standards of government service and retain public confidence in the Marine Corps. In this regard, MARFORLANT department heads and supervisors are responsible and will be held accountable for the performance and conduct of each of their employees. The following options are available to management to direct/correct, discipline, or remove an employee and the legal rights of employees against whom action is necessary.

8001. DELEGATION OF AUTHORITY. Authority to propose and effect informal corrective actions and formal disciplinary actions is delegated as follows:

1. Immediate Supervisor - Oral admonishment through proposed suspension of 14 calendar days or less.
2. Assistant Chief of Staff or Special Staff Officer in chain of command of the employee - final decision on a proposed suspension of 14 calendar days or less, proposed suspension over 14 calendar days, proposed demotion, or proposed removal.
3. Chief of Staff - Final decision on removal, demotion, and suspension for more than 14 calendar days.

8002. TYPES OF CORRECTIVE/DISCIPLINARY ACTIONS

1. Oral Admonishment. This is an informal corrective action in the form of an oral notification from a superior to an employee concerning conduct deficiencies. It warns the employee that a letter of caution or requirement may be imposed for continued deficiencies. It is not grievable.
2. Letter of Caution. This is an informal corrective action in the form of a written notification from a superior to an employee concerning unacceptable conduct. It warns that stronger disciplinary action may be taken for continued infractions. It is not grievable.
3. Letter of Requirement. This is an informal corrective action in the form of a written notification from a superior to an employee concerning conduct deficiencies such as sick leave abuse or tardiness. The letter sets forth requirements and procedures that the employee must follow to avoid future disciplinary action for similar deficient conduct. This is grievable.
4. Letter of Reprimand. This is the first level of formal discipline and is a written notification from a superior to an employee concerning a breach of the employer-employee relationship that is severe enough to warrant formal discipline. The letter is filed in the Official Personnel File (OPF) for a period of 2 years. A Letter of Reprimand is grievable.

5. Suspension of 14 calendar days or less. A suspension places an employee in a status without duties or pay for disciplinary reasons. The number of days should be set within the recommended range that will serve to be corrective vice punitive. A suspension of this length is grievable.

6. Suspension for More Than 14 Calendar Days. This action is appropriate for more serious conduct offenses. It is appealable to the Merit Systems Protection Board (MSPB).

7. Reduction-in-Grade. Although normally based on performance rather than disciplinary issues, a reduction-in-grade or demotion to a position with less responsibility and authority may be appropriate in some situations. A reduction-in-grade is appealable to the MSPB.

8. Removal. Removal is usually taken only after less severe measures have failed to correct the offending employee or when the first offense is so severe that removal is clearly warranted. Removal is appealable to the MSPB.

8003. OFFENSES AND REMEDIES. The Schedule of Offenses and Recommended Remedies in reference (b) should be used in determining a proper remedy for most actions; however, it is not an exhaustive list of all possible offenses or remedies.

8004. PHILOSOPHY. Discipline is a managerial tool intended to correct deficiencies in employee conduct and performance, to serve as a deterrent to unacceptable conduct or behavior, and to correct other situations that interfere with efficient operations. The objective is to promote the efficiency of the service by ensuring high standards of government service and maintaining public confidence in the Department of the Navy (DON) and in the Marine Corps.

8005. FACTORS TO CONSIDER WHEN CONTEMPLATING DISCIPLINARY ACTION

1. Is there enough evidence to justify taking action? Consider the nature and seriousness of the offense and its relation to the employee's duties, position, and responsibilities; whether it was intentional or inadvertent, whether it was committed maliciously or for gain, its frequency, and its notoriety. The supervisor must consider also the employee's job level and type of employment (supervisory or fiduciary role, contacts with the public, and prominence of the position), past disciplinary record, work record (length of service, performance, ability to get along with other workers, and dependability), the effect of the offense on the employee's ability to perform satisfactorily and with the supervisor's confidence.

2. Are there mitigating, unusual, or aggravating circumstances? Consider any unusual job tensions, personality problems, mental impairment, harassment, bad faith, malice, or provocation on the part of others involved in this matter. Consider the clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question, and the potential for the employee's rehabilitation.

3. What is the appropriate action to take? Consider the consistency of the penalty with those imposed on others for similar offenses and with the table of remedies. Consider the adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

4. Supervisors contemplating taking disciplinary action must contact the G-1, Manpower Office, to ensure proper evaluation of all the considerations referenced above, and to ensure potential actions are in accordance with current case law.

8006. PROCEDURES. Supervisors contemplating initiating informal corrective or formal disciplinary actions regarding their employees shall contact the G-1, Manpower Office for assistance. If a potential adverse action results in recommendation for suspension for more than 14 calendar days, a reduction-in-grade, or a removal, G-1, Manpower Office will consult with the Staff Judge Advocate prior to the issuance of the proposed adverse action. Disciplinary actions must be well documented and technically correct to withstand review through the grievance or appeal process. It is essential that human resource professionals be involved to ensure the validity and accuracy of our actions.

8007. EMPLOYEES. It is the responsibility of each employee to perform assignments and conduct themselves in accordance with applicable regulations and laws, including the Standards of Conduct and workplace policies. Employees may challenge grievable actions through the administrative grievance procedure and appealable actions through the Merit Systems Protection Board.

8008. APPLICATION OF EEO PROCEDURES. Employees who believe any disciplinary action (grievable or non-grievable) is taken based on illegal discrimination may pursue a complaint through the Discrimination Complaint process (see Chapter 4).

CHAPTER 9

ADMINISTRATIVE GRIEVANCE PROCEDURE

	<u>PARAGRAPH</u>	<u>PAGE</u>
POLICY AND PROCEDURES	9000	9-2
EXCLUSIONS	9001	9-2
GRIEVANCE PROCEDURE	9002	9-3
POINT OF CONTACT	9003	9-4

CHAPTER 9

ADMINISTRATIVE GRIEVANCE PROCEDURE

9000. POLICY AND PURPOSE. MARFORLANT civilian employees have the right to grieve personal matters of concern or dissatisfaction relating to their employment including Letter of Reprimand or Requirement and suspensions of 14 days or less. It is the desire of COMMARFORLANT to resolve work related problems informally and at the lowest level possible. Employees can expect careful, fair, objective, and timely review of grievances. COMMARFORLANT is the deciding official for formal grievances. Employees may designate in writing a representative to advise him or her in the presentation of their grievance as long as there is no conflict of interest or position. The employee and the designated representative are authorized a reasonable amount of official time to prepare and present a grievance.

9001. EXCLUSIONS. Matters not covered under the administrative grievance procedure include:

1. Content of published DON regulations and policy.
2. A decision appealable to the MSPB or subject to final administrative review by the Office of Personnel Management (OPM) or the Equal Employment Opportunity Counselor (EEOC).
3. Non-selection for promotion from a group of properly ranked and certified candidates or failure to receive a non-competitive promotion.
4. A preliminary notice of an action that, if effected, would be covered under the grievance system or excluded from coverage by paragraph 9001b.
5. The substance of the critical elements and performance standards of an employee's position that has been established under the performance management program.
6. The granting of or failure to grant a performance award or the amount of the award, the adoption of or failure to adopt a suggestion or invention, the receipt of or failure to receive a quality step increase, and the decision to grant or not grant a cash award or honorary recognition.
7. The termination of the initial appointment of a probationer to a competitive position for unsatisfactory performance or unacceptable conduct and the return of an employee from an initial appointment as a supervisor or a manager to a non-supervisory or non-managerial position for failure to satisfactorily complete the probationary period.
8. Oral admonishments and letters of caution.
9. The decision to include an employee's position in the pool of activity positions subject to random drug testing.

9002. GRIEVANCE PROCESURES. An employee may elect to begin the grievance process at the informal/problem solving stage or the formal stage. In either case, the employee must file the grievance within 15 calendar days following the date the event occurred or the date the employee became aware of the event. The employee may present a matter of concern regarding a continuing practice or condition at any time. The supervisor must contact G-1, Manpower Office immediately upon receiving an informal or formal grievance. Upon receipt of a formal grievance, a Labor Relations Specialist at HRO Norfolk will be contacted by the G-1, Manpower Office.

1. Informal Process

a. If the employee elects to begin at the informal/problem-solving level, the employee presents the grievance to the immediate supervisor. If the problem involves a matter or action directly involving the supervisor and the employee has been unable to resolve the matter with that supervisor, the employee may present the matter to the next level supervisor. This presentation may be made orally or in writing.

b. If the employee presents the grievance orally, the supervisor may respond orally or in writing. If the employee presents the grievance in writing, the supervisor must respond in writing.

c. The supervisor considers the problem and all relevant facts. The supervisor attempts to resolve it within 15 calendar days but in no case later than 30 calendar days, unless an extension is mutually agreeable.

d. Where appropriate, alternative dispute resolution methods are encouraged (e.g., conciliator, facilitator, or mediator).

e. The informal/problem solving stage concludes when the problem is resolved; the employee receives the supervisor's decision; or 30 calendar days have expired from the date the grievance was filed.

f. If the problem is not resolved, the supervisor informs the employee of the time limit for filing a formal grievance. If the supervisor believes the grievance process does not cover the matter, the supervisor will advise the employee of the appropriate process, if any, for resolving the problem.

2. Formal Process

a. If the employee used the informal/problem solving process, the employee must file a grievance no later than 15 calendar days from the conclusion of that process. The grievance must be in writing and should include a clear and precise statement of the issues, specific relief desired and copies of any documents in the employee's possession related to the grievance. The grievance should be signed and dated by the employee or the designated representative.

b. COMMARFORLANT (the deciding official) decides whether to accept or reject all or part of the grievance; whether additional information is needed; or whether to join similar or identical grievances; whether to require an investigation and how it shall be conducted; whether to allow the representative; and how much official time shall be given to the employee and their representative. COMMARFORLANT may also designate an individual or a

fact finder to investigate a grievance and, when authorized, to make recommendations concerning its disposition.

c. COMMARFORLANT will issue a written decision no later than 60 calendar days from the date the formal grievance was filed. The deciding official may extend dead lines by 30 calendar days when warranted to insure proper consideration is given to resolution of grievance. Any further extension beyond 90 calendar days must be mutually agreed to by the employee and the deciding official.

d. The deciding official's decision on the merits of a grievance is final and not subject to review.

3. General Information

a. G-1, Manpower Office will establish a grievance file and forward the file to the Labor Relation Specialist at HRO Norfolk at the conclusion of the grievance process.

b. Employees may consult personnel or EEO specialists during the grievance process. Employees should coordinate the use of official time for such purposes with the immediate supervisor.

c. Grievances can be canceled at any time in writing by the employee; when the employee terminates employment and relief can no longer be granted; in the event of the death of the employee when pay is not an issue; and when the employee fails to furnish required information or proceed with the grievance.

d. An employee may file a discrimination complaint or a grievance but not both. If an employee raises an allegation of discrimination during the processing of a grievance, management notifies the employee in writing that introduction of the allegation will serve to terminate processing of the matter under this process. The grievant will be given an opportunity to withdraw the allegation of discrimination and continue under the administrative grievance process or proceed under the discrimination complaint procedure beginning with the counseling stage. If the employee decides to use the discrimination complaint procedure, the grievance will be canceled and the employee will be notified in writing.

e. An employee may grieve an action taken by management at another command. The employee addresses the grievance to the head of the responsible activity. Travel and per diem are not authorized.

9003. POINT OF CONTACT. Supervisors and employees should contact the G-1, Manpower Office for specific information and assistance in processing grievances to ensure all requirements of reference (b) and other applicable regulations are met. As with disciplinary actions, there are specific technical requirements and documentation required for grievance files.

SOP FOR CIVPERSADMIN

CHAPTER 10

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	10000	10-2
RESPONSIBILITIES	10001	10-2

SOP FOR CIVPERSADMIN

CHAPTER 10

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

10000. INTRODUCTION. It is the DON policy to assist employees in overcoming performance or conduct deficiencies caused by misuse of drugs or alcohol or by other personal problems. MARFORLANT civilians are prohibited from reporting for work under the influence of alcohol and drugs. The CEAP program is designed to identify problems at the earliest possible stage, motivate the individual to seek rehabilitation, and refer the person toward the best source of qualified help available. CEAP supplements but does not replace existing procedures for dealing with problem employees. Referring an employee to CEAP does not prevent taking performance or conduct related actions. In some instances it will be appropriate to concurrently offer assistance and take corrective action. All records of counseling, treatment, and/or rehabilitation will be treated with the same confidentiality as medical records.

10001. RESPONSIBILITIES

1. Employees

- a. Know of the provisions and procedures of the CEAP.
- b. Participate in the CEAP when employees become aware of any personal problem that results or may result in a deterioration of their work performance. Cooperate with supervisors and CEAP counselors.
- c. Correct any unacceptable performance or conduct with or without assistance from the CEAP.
- d. Be aware that, although not required to accept or act on recommendations by the CEAP counselor, and entitled to seek other means to correct the personal problem and the unacceptable performance or conduct, employees shall be held accountable for their performance and conduct and may face disciplinary action up to and including removal if deficiencies are not corrected.

2. Supervisors. Identify and document unacceptable performance and conduct, and advise the employee what corrective actions are required and that CEAP services are available if the deficiencies are caused by a personal or health problem. Supervisors will refrain from diagnosing employee problems.

a. If performance or conduct does not improve and the supervisor has reason to believe that personal or health problems may be the cause, the supervisor may refer the employee to a CEAP Contact & Referral Counselor in writing.

b. Initiate appropriate corrective action if the deficiencies continue after a reasonable period to improve to an acceptable level, whether the employee completed a treatment program or refused to accept assistance.

c. Refer specific cases of unacceptable performance or conduct to the G-1, Manpower Office for assistance and further coordination with the appropriate personnel at the HRSC.

3. G-1, Manpower Office

- a. Assist supervisors and employees with issues relating to the CEAP.
- b. Coordinate with HRSC staff to refer employees to a CEAP counselor.

4. CEAP Services. CEAP will offer-short term counseling related to problem identification and referral for treatment or rehabilitation to an appropriate community agency or service. The cost of actual treatment or rehabilitation is covered by the employee or the employee's federal health benefits carrier under the terms of coverage contained in the contract with the insurance carrier.

SOP FOR CIVPERSADMIN

CHAPTER 11

DRUG-FREE WORKPLACE PROGRAM (DFWP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	11000	11-2
GUIDELINES	11001	11-2
TYPES OF TESTING	11002	11-3
RESPONSIBILITIES	11003	11-4

SOP FOR CIVPERSADMIN

CHAPTER 11

DRUG-FREE WORKPLACE PROGRAM (DFWP)

11000. INTRODUCTION. COMMARFORLANT is committed to providing a drug-free workplace environment for all employees. The use of illegal drugs, or unlawful use of prescription drugs, undermines the quality of job performance, endangers the safety of the user and others, may cause damage to equipment and facilities, brings discredit to the U.S. Marine Corps, and may result in disciplinary action, including removal from Federal Service. See reference (d) for additional guidance.

11001. Guidelines

1. Certain employees occupying specifically designated sensitive positions within MARFORLANT are subject to random drug testing. Employees filling the Testing Designated Positions (TDPs) will be notified when the random drug testing will occur.
2. An employee found to use illegal drugs must be referred to the CEAP; however, such referral does not preclude disciplinary action (See Chapter 8).
3. An employee who voluntarily seeks treatment for illegal drug use and meets the "Safe Harbor" conditions shall not be disciplined for the admitted acts of illegal drug use, including possession incident to such personal use, before invoking "Safe Harbor."
4. Employees occupying TDPs and subject to random testing must immediately be removed from the TDP through appropriate personnel action if they test positive for illegal drug use.
5. Drug abuse or addiction may not be used as an excuse for misconduct or less than acceptable work performance.
6. Safe Harbor. "Safe Harbor" insulates an employee from discipline for voluntarily admitting to illegal drug use when MARFORLANT is unaware of such use. Consequently, "Safe Harbor" is offered for any employee who meets all of the following conditions, which must be documented in a written agreement between the employee and MARFORLANT. The employee:
 - a. Self identifies as an illegal user of drugs to a supervisor or other higher-level management official before being identified through other means. "Safe Harbor" is not applicable for drug dealers or those involved in other drug related misconduct and is not applicable to employees self identifying after being scheduled for a drug test, after a sample is collected, or to employees who are identified through other means, such as arrest or conviction evidence.
 - b. Obtains counseling and rehabilitation through the CEAP.
 - c. Agrees to be tested by MARFORLANT as part of, or as a follow-up, counseling, and rehabilitation.
 - d. Consents, in writing, to the release to appropriate management and CEAP officials of all counseling and rehabilitation records related to the illegal use of drugs.

- e. Subsequently refrains from illegal use of drugs.

11002. TYPES OF TESTING

1. Applicant Testing. This is testing conducted on the selectee for a TDP. Selection is not final until a negative test result is verified. Potential selectees who test positive shall not be hired for that position and shall not be considered for any other position for a period of 6 months after the positive test.

2. Reasonable Suspicion Testing. This is testing authorized when management has a reasonable suspicion that an employee is using drugs illegally. The belief must be based on specific objective facts and/or reasonable inferences drawn from:

- a. Direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.

- b. A pattern of abnormal conduct or erratic behavior.

- c. Arrest or conviction for an on or off duty drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

- d. Information provided either by reliable and credible sources or independently corroborated (mere "hunches" or "rumors" are not sufficient).

- e. Newly discovered evidence that the employee has tampered with a previous drug test or the temperature or color of the current urine sample or other evidence indicates probable tampering or substitution.

- f. The initiating supervisor provides appropriate information to the Principal or Special Staff officer in the chain of command. That officer may approve a reasonable suspicion test. If that officer is the initiator, the Chief of Staff is the approving official.

3. Random Testing. This is testing of personnel in TDPs. The Drug Program Coordinator (DPC) randomly selects employees in the TDP pool to be tested one or more times a year. DoD mandates testing a minimum of 50% of the TDP pool in a fiscal year. Employees who fail to appear or refuse to be tested are subject to the same range of discipline as a verified positive test result.

4. Accident or Unsafe Practice Testing. This involves testing of employees involved in an on-the-job accident or unsafe, on duty, job related activity, when their actions are reasonably suspected of having caused or contributed to the incident, and the incident resulted in a death or personal injury requiring hospitalization, or resulted in damage to government or private property estimated to be in excess of \$10,000. The approval process and approving officials are the same as for reasonable suspicion testing.

5. Follow-up Testing. This is testing of employees referred through CEAP for counseling or rehabilitation for illegal drug use, per the terms of the abeyance agreement, rehabilitation plan or the treatment program.

6. Voluntary Testing. Employees who are not in a TDP may volunteer to be in the random testing pool and may withdraw from the pool at any time.

11003. RESPONSIBILITIES

1. The HRO (Code 25) is the Drug Program Coordinator (DPC). The DPC schedules tests, maintains record and information in a secure place, collects and compiles anonymous statistics, and fulfills other required duties.
2. Supervisors shall coordinate drug tests with the DPC, keep employees informed, as necessary, refer employees who test positive to CEAP; follow-up to ensure treatment participation and completion, and initiate appropriate administrative and disciplinary actions.
3. Employees shall refrain from the illegal use of drugs on or off-duty, provide a urine sample when required, and be responsible for successful completion of any rehabilitation or treatment required as the result of illegal use of drugs.

SOP FOR CIVPERSADMIN

CHAPTER 12

INJURY COMPENSATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	12000	12-2
ELIGIBILITY	12001	12-2
RESPONSIBILITIES	12002	12-2
PENALTIES	12003	12-3

CHAPTER 12

INJURY COMPENSATION

12000. INTRODUCTION. The Federal Employees Compensation Act (FECA) provides compensation and medical benefits to civilian employees for disability caused by personal injuries sustained in the performance of duty, and for illnesses and diseases caused by conditions of employment. It also provides for a payment toward funeral and burial expenses and compensation for dependents if the injuries or disease causes the employee's death. Benefits provided by FECA constitute the exclusive remedy against the United States government for work related injuries or deaths.

12001. ELIGIBILITY. To be covered by the FECA, an employee must:

1. Be in the performance of duty at the time of injury. In most circumstances traveling to or from work off of government duty station premises is not considered to be in the performance of duty. Even if on duty, an employee is not eligible for coverage if the injury or death is caused by willful misconduct or by intent to cause injury or death to one's self or to another.
2. Have a job related injury or illness.
3. Show a casual relationship between the aggravation or recurrence of an injury and the job.

12002. RESPONSIBILITIES

1. The G-1, Manpower Office is the MARFORLANT point of contact regarding FECA and shall assist employees and supervisors by providing forms, outlining general information concerning benefits, and coordinating with the program administrator at HRO Norfolk on individual cases.
2. Supervisors shall promptly arrange for any necessary medical treatment, attempt to locate witnesses, obtain corroborating evidence as to the circumstances of the accident or injury, ensure the employee (or representative) prepares the CA-1 (Notice of Traumatic Injury form), give the Receipt of Notice of Injury to the employee, and get the completed CA-1 form to the G-1, Manpower Office, within 24 hours of the accident or injury. Forms are available at G-1, Manpower Office. Supervisors also shall provide information when controversies of a claim appear warranted. For example, the supervisor will indicate if: the injury occurred off premises while the employee was not on official duty; the injury could have been caused by the employee's willful misconduct, intoxication, etc.; the first lost time due to the injury occurring six months or more following the alleged injury; or the employee reports the injury after employment is terminated. Supervisors shall also make every attempt to provide light duty assignments when appropriate to permit workers injured on the job to come back to work in some capacity while awaiting full recovery.
3. Employees are charged to promptly report injuries, complete associated forms, provide information necessary to adjudicate claims, return to work immediately when the physician indicates, cooperate with light duty assignments within physician indicated restrictions, and promptly report any recurrences of disability.

12003. PENALTIES. Making false statements to obtain compensation or accepting compensation payment to which one is not entitled is subject to a fine not to exceed \$2000 or imprisonment for not more than one year, or both. Additionally, individuals charged with the responsibility for making reports in connection with an injury are subject to a fine not to exceed \$500 or imprisonment not to exceed one year, or both for the following: willfully failing, neglecting or refusing to file required paperwork; knowingly filing a false report; inducing, compelling, or directing an injured employee to forego filing a claim; or willfully retaining any notice, reports, or document required in connection with an injury.

SOP FOR CIVPERSADMIN

CHAPTER 13

MISCELLANEOUS EMPLOYEE INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
BENEFITS	13000	13-2
CIVILIAN ATTIRE	13001	13-2
CHECK-IN (NEW EMPLOYEES)	13002	13-2
CHECK-OUT	13003	13-2
DEATH OF AN EMPLOYEE	13004	13-2
DESIGNATION OF BENEFICIARY	13005	13-3
DISSEMINATION OF INFORMATION	13006	13-3
INDEBTEDNESS	13007	13-3
PROBATIONARY PERIOD (NEW EMPLOYEES)	13008	13-3
PROBATIONARY PERIOD (NEW SUPERVISORS)	13009	13-3
RETIREMENT	13010	13-3
SECURITY CLEARANCE	13011	13-3

CHAPTER 13

MISCELLANEOUS EMPLOYEE INFORMATION

13000. BENEFITS. Federal employment carries certain benefit programs. The programs are:

1. Retirement. There are presently two Federal retirement plans in effect. Employees are covered either under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS). An additional element of CSRS is the CSRS (offset).

2. Thrift Savings Plan (TSP). This plan is a defined contribution administered by the Federal Retirement Thrift Investment Board. The size of the benefit at retirement depends on how much the employee and the activity contribute to the TSP account as well as earnings on those contributions, and the method chosen to withdraw the account balance. The Thrift Savings Plan conducts two open season enrollment periods per year: April 15th through June 30th and October 15th through December 31st. During Open Season, employees can enroll in the plan, increase their contributions, or diversify their funds, if applicable.

3. Life Insurance. All permanent civilian employees and those temporary civilian employees who move into temporary appointments from permanent appointments without a break in service of more than three days are eligible to participate in the Federal Employees' Group Life Insurance (FEGLI) program.

4. Health Insurance. The Federal Employees' Health Benefits Program (FEHB) is a voluntary contributory program open to permanent civilian employees and temporary civilian employees who have worked more than one year with no break in service of more than three days. Employees can change from a self-and-family enrollment to a self-only enrollment or cancel enrollment at any time. Other changes may be made during open season (2nd Monday in November through the 2nd Monday in December) or because certain events take place.

13001. CIVILIAN ATTIRE. All MARFORLANT civilian employees should dress in a professional manner, appropriate for a "3 star" staff. Some examples of clothing that would not be considered appropriate to wear in the workplace include physical training clothing, sweat suits, shorts, jeans, sneakers, Spandex, T-shirts, clothing with slogans, tank or halter tops and clothing that is faded, torn, dirty, or provocative. Supervisors may approve exceptions to permit the wearing of jeans and sneakers only in appropriate circumstances, e.g., during an office move. Otherwise, sneakers are not to be worn in the office during the normal workday unless medically necessary.

13002. CHECK-IN (NEW EMPLOYEES). New employees shall check in first with HRO Norfolk, Bldg U-69, Naval Air Station, Norfolk for check-in processing. Upon completion of check-in processing at HRO, the individual is required to check-in at building NH-45, G-1, Manpower Office.

13003. CHECK-OUT. The employee shall obtain and complete a check-out sheet from the G-1, Manpower Office.

13004. DEATH OF AN EMPLOYEE. The immediate supervisor should contact the G-1, Manpower Office immediately upon learning of

the death of a MARFORLANT civilian. G-1, Manpower Office will in turn contact HRSC and prepare the necessary paper work. MARFORLANT will assist the survivor(s) as appropriate and HRSC will handle entitlements, benefits, counseling, etc.

13005. DESIGNATION OF BENEFICIARY. Each MARFORLANT civilian employee should ensure that retirement, Federal Employees' Group Life Insurance, leave and unpaid compensation, and TSP benefits will be paid in accordance with the employee's wishes.

13006. DISSEMINATION OF INFORMATION. Information pertinent to civilian issues (benefits, jobs, etc.) will be forwarded to MARFORLANT civilian employees by electronic mail. Employees are solely responsible for seeking, researching, and applying for vacant federal positions. The G-1, Manpower Office is available to assist MARFORLANT civilians concerning all civilian issues.

13007. INDEBTEDNESS. Executive Order 12674, Principles of Ethical Conduct for Government Officers and Employees, dated 12 April 1989 prescribes fundamental principles of ethical service to which each federal employee shall adhere. A debt is primarily viewed as a personal matter between the debtor and the creditor, unless it is established that the employee's nonpayment of the debt has or will have a deleterious effect on the employee's performance or on the ability of the activity to perform its mission. An employee's failure to pay just financial obligations may have an adverse effect. Indebtedness may result in denial or revocation of security clearance or garnishment of an employee's pay.

13008. PROBATIONARY PERIOD (NEW EMPLOYEES). Probation is the initial one-year period in which new federal employees are judged on actual ability to perform duties satisfactorily and on general suitability for continued federal service. Employing documents (SF-50) will note whether a probationary period is applicable.

13009. PROBATIONARY PERIOD (NEW SUPERVISORS). Newly selected supervisors or managers who are in their first civilian supervisory/managerial position are subject to a probationary or trial period. The period is usually one year in duration. Appointing documents (SF-50) will indicate whether the supervisory probationary period applies. Failure to satisfactorily complete the period can result in return of the employee to the former (or equivalent) position.

13010. RETIREMENT. Employees contemplating retirement are encouraged to consult with HRSC to obtain pre-retirement information and planning assistance. HRO Norfolk provides a no cost retirement and benefits counseling service. This is a counseling service only. The actual processing of retirement and benefit program change actions are the responsibility of HRSC. The Retirement Advisory Staff is located in Building U-69 on Naval Air Station, Norfolk.

13011. SECURITY CLEARANCE. The requirement for an employee to possess a security clearance is supported by the security classification/level in the PD. The CMCC Chief will coordinate all security clearance requests. Any action that recommends or warrants removal of a civilian employee's security clearance must be coordinated with the CMCC Chief and G-1, Manpower Office.